

DELEGATION

ADDITIONAL SINGLE PREMIUM

GUIDE FOR TRUSTEE AND CORPORATE TRUSTEE POLICYHOLDERS

For further help in completing the application form please contact our Customer Service team.

 0845 602 9281

 info@utmostwealthsolutions.ie

 Utmost PanEurope dac,
Navan Business Park, Athlumney,
Navan, Co. Meath, C15 CCW8, Ireland

 www.utmostinternational.com

Please note that emails are not secure as they can be intercepted, so think carefully before sharing personal or confidential information in this way.

Telephone calls may be recorded.

A WEALTH *of* DIFFERENCE

www.utmostinternational.com

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

Utmost PanEurope dac is regulated by the Central Bank of Ireland (No 311420). Its registered office is Navan Business Park, Athlumney, Navan, Co. Meath C15 CCW8, Ireland. Utmost PanEurope dac is a Category A Insurance Permit holder with the Jersey Financial Services Commission.

Utmost Wealth Solutions is registered in Ireland as a business name of Utmost PanEurope dac.

UPE PR 00129 | 10/22

IMPORTANT INFORMATION

- › Failure to disclose any information which might influence our assessment of your additional premium application may invalidate the contract. Any additional supporting information should be supplied on a separate piece of paper and attached to the application form before submission
- › Not all pages are required to be completed within the additional application form. Pages 1 through to 12 are **mandatory**. Pages 13 to 19 are only required should there be a change to your bond. Therefore, you are only required to complete then return the **mandatory** pages and any applicable **appendices** to Utmost PanEurope dac.

BEFORE YOU BEGIN

This guide has been designed to assist you with completing the additional single premium application form. Before completing the form you should also ensure you have read the **Delegation Product Guide**, your **Personal Illustration**, **Key Features Document** and **Delegation Guide to Charges**. In addition, your financial adviser will be able to provide you with any relevant supporting literature in relation to your individual circumstances.

Your Policy Conditions and Policy Schedule detail the terms and conditions of the additional single premium. Copies of all items are available from us on request.

The contact details we currently hold for you will be used. If you wish to change the contact details and/or correspondence requirements, complete Appendix L.

Electronic payments should be made from an account in the Trustee's name.

WHERE TO SIGN

- › The financial adviser will need to sign page 8, '**Financial Adviser details**'.
- › All Policyholder(s), who when requesting an additional premium investment are the Applicant(s), will need to sign page 12, '**Applicant Declaration**' in all cases.

WHAT TO DO NEXT

Once completed, arrange for your financial adviser to return the application form and any supporting documents to: **Utmost PanEurope dac, Navan Business Park, Athlumney, Navan, Co. Meath, C15 CCW8, Ireland.**

A POLICY DETAILS

MANDATORY

A2 - PERSONAL ILLUSTRATION REFERENCE

The Personal Illustration provided to you should match the investment details mentioned in the additional single premium form. If there have been any changes in the investment details between the date of that illustration and the submission of the additional single premium form, ask your financial adviser for an updated illustration.

A4 - BOND CHARGE

How Utmost's Product Management Charge will be applied to your additional single premium will depend on when your bond was first established. The charges for your additional premium may be different to those described in your original policy documentation and will be shown on the Additional Single Premium Statement that we will send to you.

You will find more information on about our charges in the **Delegation Guide to Charges** available from your financial adviser or from our website.

B PREMIUM DETAILS

MANDATORY

Ask your financial adviser for details of the current minimum additional single premium amount.

If the premium is received in a currency that is different to the bond it will be converted to the currency of your contract at the exchange rate applicable at the time.

If the payer of the premium is not the policyholder, then we will need to know why a third party is making the payment and will normally require verification of the identity of the payer. Third party premium payments are subject to our approval.

If you ask us to pay the initial adviser charge to your financial adviser before the additional premium is invested, the amount you send to us must total at least the minimum additional premium amount as stated in the product literature, plus the agreed initial adviser charge.

Where you exercise your right to cancel the additional investment during the 30 day cancellation period, the amount you receive back will be less any adviser charges paid. Your financial adviser can provide you with more information.

Important note: your additional single premium will not be invested until we have received all outstanding requirements, including cleared funds.

For security and speed please send Premium payments by Electronic Bank Transfer. Your Premium should be transferred by SEPA / Telegraphic Transfer using the bank details in section B of the form.

We do not pay credit interest on premiums received prior to issue. For more information, contact our Customer Service team on **0845 602 9281**.

C SOURCE OF WEALTH

MANDATORY

Source of wealth describes the activities that have generated the applicant(s) funds. All investments are assessed on a case-by-case basis; depending on the answers provided, we may request independent evidence of source of wealth.

You will find examples of appropriate documentary evidence within the Source of Wealth categories table of the **Anti-Money Laundering and Source of Wealth Pack** which can be obtained from your financial adviser.

D EXTERNAL MANAGER AND/OR CUSTODIAN (EMC) DETAILS

MANDATORY

If the investment conversion facility has NOT been executed, this section must be completed in all cases. If the investment conversion facility has been executed, the following options are available to you:

- › If an EMC is no longer appointed to manage your investment, you may leave this section blank and complete **Appendix M** with your chosen investment options
- › If an EMC has been appointed post-conversion, you should complete this section if you would like your appointed EMC, or a new EMC, to manage your additional single premium.

D1 – EXISTING SINGLE EMC

Complete this section if you only have one EMC appointed to the bond and you want them to manage the whole of the additional investment.

D2 – MULTIPLE OR NEW EMC

If you have multiple EMCs appointed to the bond, state in this section the name of the firms, their contact information and the proportion of the additional investment you wish each firm to manage.

If you wish to nominate a new EMC to manage part, or all, of the additional premium, then in addition to this form ensure you complete and submit the separate **Delegation Nomination of External Manager and/or Custodian Form**.

Q IMPORTANT INFORMATION

The appointment or replacement of an EMC is subject to Utmost PanEurope dac's agreement.

There is a limit of one EMC appointment or switch in each rolling 12 month period.

Each additional EMC appointed to the bond will incur a quarterly administration charge.

E IDENTIFICATION REQUIREMENTS

MANDATORY

It is possible we already hold the necessary documents and tax information on file. If you are unsure, contact the Customer Service team on **0845 602 9281**.

SUITABLY CERTIFIED COPY DOCUMENTATION

We can accept certification of copy documents as set out in the **Anti-Money Laundering and Source of Wealth Pack** which can be obtained from your financial adviser or on request from our Customer Service team on **0845 602 9281**. The document must be written and certified in English or accompanied by a translation that is also certified.

In summary the persons who can certify these documents within the UK includes but is **NOT** limited to:

- › a financial adviser
- › a notary public
- › a lawyer or advocate.

For further details on suitable certifiers, refer to the **Anti-Money Laundering and Source of Wealth Pack**.

F POLITICALLY EXPOSED PERSONS

MANDATORY

A Politically Exposed Person (PEP) is a term used to describe someone who is currently, or has previously been, entrusted with prominent public functions or responsibilities. For example: a Head of State, a holder of a senior political or government post, a senior member of the Judiciary or the Military, a senior employee of a State Owned Corporation, or a board member of a Central Bank. Immediate family members or close associates of a PEP should be considered a PEP in their own right.

'IMMEDIATE FAMILY MEMBERS' INCLUDE:	'CLOSE ASSOCIATE' INCLUDES:
<ul style="list-style-type: none"> › a spouse › a partner considered by law as equivalent to a spouse, such as registered civil partner › a child and their spouse or partner › a sibling › a sibling-in-law › a parent › a parent-in-law › a grandparent › a grandchild. 	<ul style="list-style-type: none"> › a business partner or joint beneficial owner of a business › someone who is acting as Attorney or is a nominee for the PEP › other close business associates.

G FINANCIAL ADVISER DETAILS

MANDATORY

To be completed by the financial adviser in all cases.

If your financial adviser has changed and you have not yet formally notified Utmost PanEurope dac via an **Appointment of Financial Adviser Form**, ensure one accompanies this application with your new financial adviser details.

H CORPORATE TRUSTEES

MANDATORY

Tick the box in this section to confirm there have been no changes to directorship or shareholder's information.

If there have been changes, **Appendix L** will need to be completed with the updated details.

I APPLICANT DECLARATION

MANDATORY

This section must be read carefully by all Trustees and signed. Should there be more than two Trustees, photocopy the signature page and complete for each Trustee.

Further details about how we use your information, your rights over this information and how you can exercise your rights can be found in the applicable Privacy Notice. We publish our Privacy Notice on our website at www.utmostinternational.com or you can contact us on **0845 602 9281** and request a copy.

IMPORTANT INFORMATION

Completion of appendices J - M is only required should anything differ to your original application or last additional single premium. Only print and complete the pages required. If there is no change, ensure the tick boxes on the bottom of page 1 of the **Delegation Additional Single Premium Application Form for Trustee and Corporate Trustee Policyholders** are ticked "No".

APPENDIX J - ADVISER CHARGING

OPTIONAL

Adviser charges are agreed between you and your adviser to pay for the advice and related services you receive. These charges should match the information shown in the **Personal Illustration** provided to you, by your adviser. If you would like us to facilitate the payment of adviser charges, you can choose one of the following options:

- › **Outside of the bond** - The initial adviser charge is paid through Utmost PanEurope dac before the additional premium is invested into the bond. The net premium received, after payment of the charge, must meet the minimum additional investment requirements.
- › **Inside the bond** - The adviser charges are paid to your financial adviser through Utmost PanEurope dac either on an initial, ongoing or ad hoc basis from the bond, after the full premium has been invested.



Any adviser charges agreed to be paid from the bond will be treated as a withdrawal and form part of your 5% annual tax-deferred entitlement.

Adviser charges which you have agreed to pay from your bond can only be made through a partial surrender (withdrawal across all policy segments).

For detailed information about adviser charges and how these may be applicable to you, see the **Delegation Guide to Charges** available on our website www.utmostinternational.com or from your financial adviser on request. Your financial adviser will also be able to answer any questions you may have.

APPENDIX K - REGULAR WITHDRAWALS

OPTIONAL

Complete this section if you want to set up or amend regular withdrawals. It is important to consider how you will choose to pay adviser charges to your financial adviser when setting up any regular withdrawals. There is a minimum of £400 per payment (or currency equivalent).

It is important to note that withdrawals (including any Adviser Charges paid from the value of the bond) will form part of your 5% annual tax-deferred entitlement.

Regular withdrawals are taken equally across all policy segments and will be paid in the currency of the bond. The payment method used will be BACS transfer for sterling payments to UK clearing banks only. Payments made by BACS take 3 to 5 working days to clear through the banking system. We will use a telegraphic transfer for currencies other than sterling or banks outside of the UK. A charge will be levied by our bankers for telegraphic transfer payments which will be deducted from the value of the bond.

It is important to notify Utmost PanEurope dac of any changes to your bank details.

Regular withdrawals will be paid from the bond's Dealing Account. As the Dealing Account will form part of the bond holdings to which the value of your bond is linked, it is important that you, or any other connected party, are unable to select or influence the amount of cash held in the account. Therefore, the amount held in the Dealing Account at outset, and on an ongoing basis, will be determined by Utmost PanEurope dac and will generally be sufficient to cover three months' worth of known charges and expected withdrawals. If a negative debit balance occurs on the Dealing Account, Utmost PanEurope dac will instruct the EMC to return cash from the External Managed Account to the Dealing Account to clear this position. If there is insufficient liquidity within the External Managed Account this may result in the Dealing Account being overdrawn for some considerable time and debit interest charges will apply. In addition, this could result in withdrawals (including adviser charges) being temporarily stopped until the negative balance has been cleared.

If the investment conversion facility has been executed and your investment is held in funds and/or cash deposits, please see Section M3 to understand how negative Dealing Account balances are managed.

APPENDIX L - CHANGES TO TRUSTEE DETAILS

OPTIONAL

If there are more than two Trustees, please photocopy page 17 of the additional single premium form prior to completion. After completing the additional details, attach securely to the **Additional Single Premium Application Form for Trustee and Corporate Trustees**. Any changes to your title, name and/or address means Utmost PanEurope dac will require new anti-money laundering documentation. For further details on our requirements, refer to our **Anti-Money Laundering and Source of Wealth Pack**, which is available from your financial adviser.

APPENDIX M - INVESTMENT OPTIONS

OPTIONAL

Only to be completed where the investment conversion facility has been executed and no External Manager and/or Custodian has been appointed.

M1 - FUND SELECTION

Use this section of the form to specify which funds you would like the bond to be linked to. In order to avoid potential delays in investment, as much detail as possible should be provided.

SEDOL/ISIN are the identifying reference codes given to third party funds. Ensure the SEDOL or ISIN code is quoted in all instances to avoid potential delays in investment.

M2 - CASH DEPOSITS

Cash deposits are available from a number of banking institutions. For the most recently available cash deposit information, contact our Customer Service team or speak to your financial adviser.

M3 - DEALING ACCOUNT

It is important to ensure that necessary arrangements are put in place so that the Dealing Account does not become overdrawn. Where the Dealing Account becomes overdrawn, debit interest may be charged and will be applied to the Dealing Account at the end of each calendar quarter. For more information on charges, the Dealing Account and debit interest refer to our **Delegation Guide to Charges**.

To avoid the Dealing Account becoming overdrawn, you should consider whether you wish to leave a cash balance within the Dealing Account to cover the bond charges, regular withdrawals and adviser charges (as applicable). Once the balance of the Dealing Account reaches certain negative value limits, we will automatically sell units from the highest valued fund, or you may wish to nominate one or more funds to cover the overdrawn account. The sale and/or purchase of units will incur a dealing charge per transaction.

For more information on the Dealing Account and negative balances, contact our Customer Service team on **0845 602 9281**.

Speak to your financial adviser for further details on setting aside money to cover charges and withdrawals.

M4 - NOMINATION OF FUNDS TO COVER OVERDRAWN DEALING ACCOUNT

Where you have selected Funds and Cash Deposits in section (M1 or M2), you may wish to instruct us as to which underlying funds or deposits are to be sold on an ongoing basis to clear any negative cash balance.

If you choose to sell funds on an ongoing basis, the overdraft will be cleared when there is a minimum overdrawn balance of £2,000 for each fund. For example, if you choose three funds, the overdraft will be cleared once it reaches £6,000. The more funds you choose to clear an overdraft, the higher the overdraft limit will be and therefore the longer it will take to clear, and the more debit interest will be charged.

There will be a dealing charge for the sale of each fund.

This instruction may need to be revised if the holdings within your bond are changed in future.

Where you choose not to nominate a fund(s) or cash deposits to cover any overdrawn balance, we will automatically sell units from your largest value liquid holding at the point your Dealing Account reaches a debit balance of -£2,000.